

Executive Registry
63-675011

(CLASSIFICATION)

ACT. Memo

ACTION MEMORANDUM

OFFICE OF THE DIRECTOR

9/12 Cy sent to 5 ADs asking for comments by 16 Sept

CLS - none

STATINTL

ORD - none

ILLEGIB

OSI - none

Action Memorandum No. A-289

OEL - none

Date 6 September 1963

TO : General Counsel

SUBJECT : Candidates for Internship in Congressional Operations

REFERENCE:

1. You will recall that at the Executive Committee meeting on 4 September I advised that we had received an invitation from the U.S. Civil Service Commission to nominate candidates for the 1963-64 internship in Congressional operations. This is conducted by the Civil Service Commission in cooperation with the American Political Science Association, and provides an opportunity for a small number of carefully selected administrators at middle grade level to acquire a thorough understanding of Congressional operations. The program provides for a period of orientation from 12 November to 20 December by the American Political Science Association. In January the interns begin full-time work assignments in a Congressman's office or with a House committee, and in May they transfer to the Senate. The internships terminate not later than 15 August so it requires a period of about 9 months. The grade level is GS-11 through GS-14, and we should have an understanding that the individual plans to make the Agency his or her career. This offers an unparalleled opportunity for an Agency officer to acquire experience in Congressional operations, preferably in order to qualify for an appointment to the staff of the Legislative Counsel. It is something we can do without becoming involved with partisan politics in view of its sponsorship.

2. I am asking the General Counsel to be the action office in soliciting nominations from all components, perhaps doing this through an Agency-wide notice or an announcement at component staff meetings. I request that the General Counsel office, after the receipt of the nominations, discuss the candidates

SUSPENSE DATE:

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OSA: (ADM-6) DD/ST-1461-63

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with the Director of Personnel and myself, and I hope we will be able to come up with an outstanding candidate who will be selected by the Civil Service Commission for the internship. In view of the fact that the program only sponsors a total of 10 from the entire executive branch, our candidate will have to be extremely well qualified in order to be selected. The deadline for nominations is 27 September, and I would like to have all nominations into the General Counsel's office by not later than 20 September. Components should be reassured that the individual will be removed from their T/O and budget during the period of internship and will be carried by the Agency.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: DD/I
DD/P
DD/S
DD/S&T ✓
Comptroller
Inspector General
D/Personnel

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